NC E-Procurement Upgrade Go-Live Postcard #7
Non-Integrated Entities Edition

Now Available: Web-Based Training Courses NC E-Procurement web-based training is now available for your use on the project's web site. The training is divided into individual courses, covering topics such as system navigation, requisitioning, approving, receiving, reporting, and security administration.   Each course takes about 30-90 minutes to complete. The **training is interactive**, so you will have an opportunity to try some of the steps on your own and to answer some questions to reinforce what you have learned. The training gives you an opportunity to build your knowledge **on your own schedule and at your own pace**.

When you view the web-based training course listing, click on a training course title to open it. You will need Internet access and Adobe Flash Player 10 or higher to view the training courses. Please allow the download if prompted. A username and password is required to view the courses as with other NC E-Procurement training materials. This login information can be obtained from the NC E-Procurement Help Desk, 888-211-7440, option 1.

"What's New" Webinar Next Week   We hope your calendars are marked for the **"What's New" webinar** that is coming up on **Thursday, June 14th, from 9-11 am**. Invitations were sent to all users, and detailed access instructions have been sent to registered participants. Many entities are planning to join as a group, so you may want to participate with co-workers from a common viewing location if you are not registered. The session will be recorded and posted on the NC E-Procurement web site, so you can view it at any time if you are not available on Thursday.

Feature Focus: Adding Tabs Did you know you can add new tabs and select content to appear in the new tabs? Adding customized content such as saved searches can help you manage your work more efficiently. To view a step-by-step demonstration on adding tabs and customizing the content you see in NC E-Procurement, please view the System Navigation training on the Web-Based Training Courses web page.

Follow-Up

We sent this postcard to NC E-Procurement users from non-integrated entities.

Questions about information covered in this Postcard? Send an e-mail to: ephelpdesk@its.nc.gov